



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	8-22-2007
Subchapter:	1	Forms	
Issuance:	26.86	CP&P Form 26-86, Search Letter	

Click here to view CP&P Form [26-86](#), Search Letter.

WHEN TO USE IT

This letter is used to notify all parties, who may know the whereabouts of a missing parent, that a search is taking place and asks the recipient to notify CP&P if they know where the parent is.

HOW TO USE IT

Complete this form in the NJ SPIRIT application, by accessing it from the Search for Missing Persons Window.

Only complete this template outside of the NJ SPIRIT application as part of a contingency plan when the application is unavailable. However, in doing so, you are still required to create the form in NJ SPIRIT when the application becomes available.

Go to the NJ SPIRIT desktop for form instructions

TIPS FOR COMPLETING THE FORM

- The system generates and prints the appropriate number of letters equal to the number of recipients identified on the Search for Missing Person Window.
- Using the “Print” hyperlink populates the Date Printed field within the search row.
- There are up to three prints available for each search row.

- The Worker signs the letter(s) once it is printed and encloses a self-addressed and stamped envelope.

DISTRIBUTION

Original	-	Various recipients
Copy	-	Child's Case Record
Electronic Copy	-	NJ SPIRIT Electronic Case Record